

INDIANA DEPARTMENT OF CHILD SERVICES ADMINISTRATIVE POLICIES AND PROCEDURES		
Policy Number: GA-11	Effective Date: April 1, 2015	Version: 2.0
POLICY TITLE: EXTERNAL TRAINING		
OVERVIEW: The Indiana Department of Child Services (DCS) encourages staff members to enhance their professional development. DCS supports employees who seek additional job related educational opportunities in addition to the educational opportunities that are offered internally. DCS employees are required to seek approval of any job related external training that is not offered by DCS internally.		

I. DEFINITIONS

- A. External Training: Any job related training that is held outside of the Indiana Child Welfare Education and Training Partnership.

II. REFERENCES

None

III. POLICY

- A. DCS employees, who seek additional job related educational opportunities to improve their skills, enhance their professional development, and better serve the families and children of Indiana, are permitted to participate in such external trainings.
- B. DCS child welfare employees seeking to participate in job related external trainings must request approval through the various levels of management beginning with their direct supervisor and ending with their division's Deputy Director. Final approval must be granted by the Deputy Director of Staff Development.
- C. DCS Child Support Bureau (CSB) and Information Technology Division (ISETS) employees seeking to participate in job related external trainings must request approval through the various levels of management beginning with their direct supervisor and ending with the Deputy Director of the Child Support Bureau. Final approval must be granted by the Deputy Director of Staff Development.
- D. At each level of supervisory review, the following criteria may be considered when determining whether to approve or deny:
 - 1. The relevance of the training to the employee's current DCS position;
 - 2. The ability of the employee to be away from his or her regularly established DCS responsibilities for an extended period of time;
 - 3. The ability of DCS to financially support the cost; and
 - 4. The ability and willingness of the employee attending the external training to share the information from the training with others in his or her area, division, and/or DCS Local Office.

Note: A DCS employee's request for external training may be denied at any level.

IV. PROCEDURE

- A. When making a request for external training, the **DCS employee will:**
 - 1. Complete a written request with the following information included:

- a. The name of the requested external training, as well as an agenda or other information related to the topics covered in the training;
 - b. The date, time, and location of the requested external training;
 - c. The cost (if any) of the external training including registration and travel;
 - d. The relevance of the training to the DCS employee's current position, and
 - e. A proposed plan of distribution of information to his or her coworkers.
 2. Submit the written request to his or her direct supervisor for recommendation of approval or denial.
- B. When a request for external training has been received, the **supervisor will**:
1. Approve or deny within two (2) business days based on the above criteria listed in section "A", a-e.
 2. If the decision is to approve, the supervisor will forward on to the next level of management until the request reaches the Deputy Director (for child welfare staff), or the Deputy Director of the Child Support Bureau (for CSB and ISETS staff).
 3. If the decision is to deny, the supervisor will inform the DCS employee requesting the training of the denial and the reason for denial.
- C. When a request for external training has been approved at the highest management level, the Deputy Director (for child welfare staff), or the Deputy Director of the Child Support Bureau (for CBS and ISETS staff) will forward the request within two (2) business days to the Deputy Director of Staff Development for final approval.
- D. When the Deputy Director of Staff Development receives the request for approval from a manager listed in section "C", the decision will be made within one (1) week to approve or deny the request. If approved or denied, the Deputy Director of Staff Development will notify the manager making the request of the final decision.

Note: The Deputy Director of Staff Development may designate another person to fulfill this responsibility.

- E. The final decision will be sent back through the chain of supervising managers to the DCS employee making the request for external training to inform them of the final decision.
1. If the employee has received approval to participate in the external training, the employee will follow the travel rules and regulations in accordance with [DCS Employee Travel](#).
 2. If the external training has received final approval, register for the external training.

Note: The DCS Travel Department will not complete registration requirements for DCS employees. Additionally, it is important to consider the registration deadline and that lower registration fees are sometimes offered for early registration.

V. FORMS

[Request for Conference/Training/Out of State Travel \(SF 55709\)](#)

APPROVED 3/4/15

Mary Beth Bonaventura, Director
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A signed copy is on file.